

MONTANA TECH STUDENT EMPLOYEE EVALUATION

Student Name: _____	Student ID: _____	Original start date: _____
Department: _____		Job title: _____
Year in School: <input type="checkbox"/> COT 1 st yr <input type="checkbox"/> COT 2 nd Yr <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> Post Bac <input type="checkbox"/> GR		
Duties: _____ _____		
Justification for increase: _____ _____		

Please evaluate your student employee according to the traits listed below. All traits may not apply to each student because of the great diversity in the opportunities for employment and because of the other variables affecting the work record and financial and personal needs of the students. If a trait does not apply, please mark "N/A."

	Unsatisfactory	Marginal	Average	Very Good	Outstanding
Integrity: Trustworthiness, honesty, and loyalty					
Dependability: Promptness and reliability in attendance					
Responsibility: Willingness with which work is accepted & performed					
Initiative: Ability to plan and direct one's own work					
Judgment: Ability to make sound decisions					
Cooperation: Ability to work with others in harmony					
Leadership: Qualities of understanding people & directing work of others					
Quality of Work: Degree of success in applying one's abilities to work					
Attitudes toward Work: Degree of enthusiasm with which one performs work					
Courtesy and Friendliness: Skills in expressing consideration and kindness toward others					
Personal Appearance: Neatness, cleanliness, appropriate dress & grooming					
Potentialities: Ability to meet & apply one's self to new situations					
Overall rating:					

Further information or comments, as applicable:

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____